National Endowment for the Arts

Twentieth Anniversary 1965–1985

Application Guidelines Fiscal Year 1987

Museums

87

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Professional Development			
Museum Training	March 31, 1986	October 1986	Oct. 1, 1986
Fellowships for Museum Professionals	March 31, 1986	October 1986	Oct. 1, 1986
Utilization of Museum Resources			
Visiting Specialists	March 31, 1986	October 1986	Oct. 1, 1986
Presentation and Education	June 30, 1986	December 1986	Jan. 1, 1987
Catalogue	June 30, 1986	December 1986	Jan. 1, 1987
Care of Collections			
Conservation	Sept. 29, 1986	March 1987	April 1, 1987
Collection Maintenance	Sept. 29, 1986	March 1987	April 1, 1987
Special Exhibitions*	Nov. 17, 1986	June 1987	July 1, 1987
Special Artistic Initiatives	April 7, 1987	September 1987	Sept. 1, 1987

*Please note the second Special Exhibitions deadline for Fiscal Year 1986:

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Special Exhibitions	Dec. 2, 1985	June 1986	July 1, 1986

Applicants may use either FY 1986 or 1987 application forms for this deadline.

LATE APPLICATIONS WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

The Museum Program's telephone number is 202/682-5442.

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission
National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

Statement of Mission
National Endowment for the Arts, continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
202/682-5496 Voice/TTY

Visually impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Music Section
National Library Service
for the Blind and Physically Handicapped
The Library of Congress
Washington, D.C. 20542
202/287-9254

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects primarily of artistic significance. It is guided by three basic policies:

- All types of museums are eligible to receive funds for projects primarily of artistic significance.
- The quality of a project, not the size or location of the applicant institution, is the major criterion used in evaluating applications. Projects should be of the highest artistic level on a national or regional basis.
- The Program will be responsive and remain flexible enough to consider any worthwhile project.

We Fund

- Museums.
- Organizations that perform museum functions.
- Organizations that serve or cooperate with museums.
- Museum professionals.

We Do Not Fund

- New construction.
- Major structural modifications of buildings. (See Challenge Grant guidelines for information on the eligibility of these projects.)

Important Information

Please read this booklet carefully. Be sure to review the information on this and the following pages before reading the category descriptions. Applicants may submit more than one application in each category.

Organizations applying for support should consult both the general instructions on How to Apply which follow, the instructions for completing the Grant Application Form on pages 25-26, and the Special Application Requirements that appear in each section. These requirements tell what supporting materials you will need to send with your application.

Individuals applying for support can find full instructions on how to apply in the "Fellowships for Museum Professionals" section.

After applications are received, they will be reviewed according to the process on page 6.

If you have questions or need any help with your application, write or phone:

Museum Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5442

Eligibility Requirements

Organizations

While accreditation by the American Association of Museums is not an eligibility requirement, the Endowment generally uses the definition of museums developed by the AAM: "... a nonprofit institution essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule."

In addition to museums, organizations that serve museums, organizations that perform museum functions, state arts agencies, and regional arts organizations are also eligible to apply to the Museum Program.

Applicant organizations must meet the legal requirements on page 23. In general, organizations should be in operation two years prior to submitting an application.

To be eligible, former grantees must have submitted, as required, all final reports for completed Museum Program grants since Fiscal Year 1982.

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Eligibility Requirements, continued

Individuals

Only currently employed museum professionals may apply for fellowships. Applicants must be United States citizens or permanent residents of the U.S.

To be eligible, former grantees must have submitted final reports for Fellowships for Museum Professionals. See page 7.

How to Apply

The application forms and the supplementary information sheets at the back of this booklet are the primary materials that advisory panelists use in evaluating applications. Please complete all items on these forms clearly and concisely, using the space allotted on the forms. Project description should begin with a summary sentence describing the project and the intended use of funds. More in-depth descriptive information and resumes may also be included as part of your overall application package, but in most instances these additional items will be used as back-up material only. Please provide answers and summarize resumes in the space provided, as instructed. Use standard-size type on all your application materials. Do not use photoreduction.

Try to avoid using jargon. The review process is greatly assisted by the use of simple language, which enables a direct and fair assessment of the project.

Submitting Your Application

Organizations must send the following materials, as well as those listed in "Special Application Requirements" for their category, including representative slides of works to be included in the project, in one package to:

Grants Office/MM, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of the Organization Grant Application Form NEA–3 (Rev.). One copy must be the typed, signed original. See page 25 for specific instructions on completing this form.

2. One copy of the Internal Revenue Service determination letter for tax-exempt status or the official document identifying the applicant as a unit of state or local government.

3. One copy of the Assurance of Compliance Form on page 35. All applicants must submit a completed form whether or not one has been submitted previously.

4. One of the self-addressed Application Acknowledgment Cards on the back cover of these guidelines.

Only the Grant Application Form and the appropriate Supplementary Information Sheet must be submitted in triplicate. If you are including other supplementary materials, submit only one copy.

Materials submitted to the Endowment generally will not be returned to the applicant. If you are submitting materials which are expensive or difficult to replace, please contact the Museum Program before applying.

Individuals should refer to "Fellowships for Museum Professionals" on page 9 for instructions on how to apply.

Deadline Dates

Application packages, including all required supplementary material, must be postmarked no later than the deadline date for your category. See the Application Calendar inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Application Review

Applications within each funding category are reviewed as a group without reference to applications in other categories so that an institution will not be competing against itself by submitting applications in more than one category.

The Museum Program staff checks the applications for completeness. Then the Museum Panel, a rotating committee of experts from the museum field, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Please do not seek information on the status of your application. You will receive an official grant award or rejection letter in accordance with the Application Calendar inside the front cover of these guidelines.

After receiving notification that a grant has been awarded, a grantee may apply for full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Museum Program.

Review Criteria

The application review is a competitive process. Your application will be judged against applications for similar projects. The best of these will be recommended, based on the following criteria:

- Artistic merit of the project.
- Qualifications of personnel involved.
- Appropriateness of proposed budget.
- Completeness and clarity of application package.
- Additional Review Criteria listed in the description of each category.

Grant Awards

Scope of Projects

The Endowment welcomes the vitality of new projects and activities. Grants are awarded for specific projects, not for general operating support. Do not plan new programs that are beyond your means or that can be sustained only with continued Endowment funding.

Grant Amounts

Applicants notified that a grant has been recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of activities and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Matching Funds

A grant may be used to pay no more than half the cost of any project. Each grantee must match the funds on at least a dollar-for-dollar basis. The required matching funds should come from cash contributions, earned income, or other grants. Applicants are urged to seek support from private sources as well as from their state and local governments. In-kind contributions (such as donated space, supplies, and services) may be used as part of the match.

Funds from the National Endowment for the Humanities and the Institute for Museum Services may not be used to match Arts Endowment Museum Program grants. Other Federal funds may not be used to match Arts Endowment Museum Program grants, unless the statutory authority for such funds specifically allows them to be used as match for Federal grants.

Fellowships to individuals are made on a non-matching basis.

Continuing Support

Panelists annually review all applications on their merit, and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

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Final Reports

At the end of the grant period, the Endowment requires final reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter. In some categories, the status of active grants you have received will be taken into account in the review of your application.

Grantees who have failed to submit the required final reports are not eligible to apply for subsequent funding.

Acknowledgment of Endowment Support

If you receive a grant, all published materials and announcements regarding the project must credit the Endowment. If the Arts Endowment is listed as one of a number of donors, its placement in the list should have an appropriate relationship to other sources of support.

Note on Publications

The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publication Division of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher, and reader.

For procedural information, call or write:

Library of Congress
Cataloging-in-Publication Division
Washington, D.C. 20540
202/287-6372

Changes in the Fiscal Year 1987 Guidelines

Applicants should take special note of the major guideline changes outlined below. Since there are other changes as well, applicants are urged to read these guidelines carefully.

1. Deadline changes:
   - Special Exhibitions application deadline is now mid-November.
   - Professional Development application deadline is now early April.

2. Change of category names:
   - Conservation and Collection Maintenance now appear under Care of Collections.
   - Presentation and Education, Catalogue, and Visiting Specialists now appear under Utilization of Museum Resources.

3. Presentation and Education:
   - Temporary exhibitions organized from a museum's permanent collection are now a separate sub-category.

4. Conservation Training:
   - Grants of up to $150,000 are now available to support new or existing professional training programs for the conservation of ethnographic or archaeological works of art.
   - Grants of up to $20,000 are now available for workshops and seminars to familiarize museum professionals with current conservation methods.

5. Collection Maintenance:
   - The ceiling for surveys has been raised to $15,000.
   - Challenge grantees or applicants who intend to apply in this category should read the instructions regarding possible overlap in funding (see page 18).

6. Special Artistic Initiatives:
   - This new sub-category supports special long-term initiatives by museums to define or redefine their mission and artistic direction through exhibitions and programs primarily concerned with the use and interpretation of their permanent collection.

Categories of Funding

Professional Development

Museum Training

Grants in this category are awarded to support arts-related formal training programs, internships, and apprenticeships. Priority will be given to programs for minorities and to efforts to improve staff in geographic areas where there is a demonstrated need to improve professionalism.

- Formal Training:

  —Formal education programs, including workshops and seminars directed to mid-career professional training and development.

  —Graduate-level programs in curatorial training, museum administration, exhibit preparation and design, or museum education, conducted jointly by museums and universities, in which courses in art history form an integral part of the program.

- Internships: for internships provided by a museum. Priority will be given to those at the graduate and post-graduate level.

- Apprenticeships: for apprenticeships to prepare students or staff for positions such as installer, preparator, framer, packer, or carpenter.

Eligibility

All grants go directly to institutions, not individuals. See "Eligibility Requirements/ Organizations" on page 4.

To be eligible for support, former grantees must have submitted, as required, all final reports for completed Museum Program grants since Fiscal Year 1982. Applicants with previously funded Museum Training grants still underway must submit a brief interim narrative report to be eligible.

Grant Amounts

Grant awards of up to $60,000 are available for formal training programs. The minimum grant generally will not be less than $5,000. Grant awards of up to $20,000 are available for support of internships and apprenticeships. Endowment funds may be used for stipend support and travel only. The minimum grant generally will not be less than $2,500.

Matching Requirements

Grant awards of $30,000 or less require at least a 1:1 match; grant awards over $30,000 require at least a 2:1 match.

Review Criteria

In reviewing applications, panelists consider:

- Number of students, quality and duration of training, and amount of stipend.
- Success of the program in placing graduates in the field or in enhancing the professional development of current museum staff.
- Degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.
- Extent of involvement of practicing museum professionals in the training.
- Practical museum experience provided program participants.
- For university programs, extent of art historical training, degree of cooperation with museums, and achievements of recent graduates as museum professionals.
- For internships, the degree to which interns are supervised and evaluated.
- Other criteria outlined under "Application Review" on page 6.

Period of Support and Deadline Dates

A grant period of up to two years is allowed for formal training programs. A grant period of up to one year is allowed for other types of projects. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package the completed Museum Training/Formal Training Programs Supplementary Information Sheet on page 37 or the Museum Training/ Internships and Apprenticeships Supplementary Information Sheet on page 38, whichever is appropriate. See also How to Apply on page 5.

Fellowships for Museum Professionals

This category allows museum professionals to conduct arts-related independent research or to travel, write, engage in community projects, or otherwise improve their professional qualifications. Leaves of absence may range from one to 12 months.

This category is designed to encourage museums to develop and implement programs of regular leave for professional staff members.

Fellowships are *not* awarded to cover study or research directed toward a graduate degree or expenses incurred in formal courses of study, workshops, seminars, or conferences. These Fellowships are not intended to support research or development of projects eligible elsewhere in these guidelines, but rather to encourage independent work.

Eligibility

Only currently employed museum professionals who have served on a museum staff for at least one year may apply. Applicants must be United States citizens or permanent residents of the U.S. Organizations are not eligible in this category.

To be eligible for support, former grantees must have submitted, as required, all final reports for completed Museum Program grants since Fiscal Year 1982.

Grant Amounts and Matching Requirements

Fellowships will not exceed $25,000. Amounts will be based on travel requirements, salary support, and need for materials. Although the fellowships may extend for up to a full year, salary support may be included for only a period of up to three months. Fellowships need not be matched. The minimum grant generally will not be less than $2,500.

Review Criteria

In reviewing applications, panelists consider:

- Merit of the proposed project and its potential effect on the applicant's professional qualifications.
- Applicant's museum experience, qualifications, and letters of recommendation.
- Appropriateness of proposed budget.

Period of Support and Deadline Dates

A fellowship period of one to 12 months is allowed. See the Application Calendar inside the front cover of these guidelines.

Taxability of Fellowships

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time. Pamphlet 520, "Scholarships and Fellowships," is available from most Internal Revenue Service offices, and might be useful in this regard. The Endowment cannot advise you about the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue Service office.

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Fellowships for Museum Professionals, continued

How to Apply

Applicants must send the following materials in one package to:

Grants Office/MM, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of Individual Grant Application Form NEA–2 (Rev.). One copy must be the typed, signed original. One blank form begins on page 55 of these guidelines.

   Your proposal must clearly demonstrate how a leave of absence will improve your professional qualifications. Summarize what you plan to do during the fellowship period in the space labeled "Description of proposed activity" on the application form. If necessary, one additional sheet (8½″ × 11″) may be used to provide detail.

   The "Career summary or background" section of your application should relate directly to the activity for which support is requested. You may attach a resume instead of completing this item.

2. An itemized budget outlining travel costs (a detailed breakdown), costs of materials, and salary, if relevant.

3. A statement from the director, or, if the applicant is the director, the chairman of the board of your institution that:

   - Grants you a leave of absence for the period of time specified in your application.
   - Notes your present salary, and whether or not it will be continued during all or part of the proposed leave.

4. One of the Application Acknowledgment Cards that can be found on the back cover of these guidelines.

Additionally, have three individuals who are experts in the field of study provide recommendations in support of your application. These recommendations should address the merits of your proposed project and its potential effect on your professional qualifications. The individuals providing recommendations should send them directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

A delay in the receipt of these recommendations will jeopardize the processing of your application.

Utilization of Museum Resources

Presentation and Education

This category is designed to help organizations make greater use of museum collections and other resources primarily of artistic significance. Grants are available for:

- **Presentation**

1. Reinstallation: Up to $75,000 to help museums:

—Install works from their permanent collections in semi-permanent or long-term displays.
—Prepare and publish exhibition catalogues directly related to the above activity.

Grant awards of $50,000 or less require at least a 1:1 match, and grant awards of more than $50,000 require at least a 2:1 match. (See also page 24 for information on the Treasury Fund.) The minimum grant generally will not be less than $7,500.

2. Exhibitions: Up to $75,000 to help museums:

—Mount temporary exhibitions from their permanent collections, generally for a period of at least three months, or mount a coherent sequence of exhibitions drawn from their permanent collections.

—Present temporary exhibitions from their permanent collections developed in conjunction with loan exhibitions.

—Develop related programs and events that enrich these presentations, including the preparation and publication of exhibition catalogues.

Grant awards of $50,000 or less require at least a 1:1 match, and grant awards of more than $50,000 require at least a 2:1 match. (See also page 24 for information on the Treasury Fund.) The minimum grant generally will not be less than $7,500.

3. Collection Sharing: Up to $75,000 for:

—Extended loans to or from one or more museums or other organizations. Planning as well as implementation grants are available. (Applications may be submitted by the lending or borrowing institution.)

—Touring exhibitions of an organization's own permanent collection. (Applications to borrow such exhibitions from other organizations should be submitted under the Special Exhibitions category, page 19.)

—Exhibition catalogues and educational programs directly related to the above activities.

Grant awards of $50,000 or less require at least a 1:1 match, and grant awards of more than $50,000 require at least a 2:1 match. (See also page 24 for information on the Treasury Fund.) The minimum grant generally will not be less than $10,000.

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Presentation and Education, continued

- **Education:**

  —Up to $50,000 for innovative projects which interpret permanent collections of works of art. These projects should clearly demonstrate effective collaboration between education and curatorial staff. The minimum grant generally will not be less than $20,000.

  —Up to $25,000 for specific programs that make a museum's own permanent collection more widely available to the public, including museum education and outreach programs. This can include the use of video, film, television, and other media. The minimum grant generally will not be less than $2,500.

  —Up to $25,000 for outreach and education projects undertaken by exhibition spaces, museums, and other organizations without permanent collections. This can include the use of video, film, television, and other media. For projects related to special exhibitions, application should be made under the Special Exhibitions category (see page 19). The minimum grant generally will not be less than $2,500.

Grant awards must be matched at least 1:1.

Presentation and Education grants may be used to purchase material needed for installation. They may not, however, be used to pay for major structural modifications of a building.

Institutions seeking support for conservation treatment of objects to be included in an installation should apply under Conservation (see page 16). Organizations seeking support for outreach/education projects based on special exhibitions should include the costs of such projects as part of their request under the Special Exhibitions category (see page 19.)

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted, as required, all final reports for completed Museum Program grants since Fiscal Year 1982.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collections being installed, exhibited, shared, and/or interpreted.
- For collection sharing projects, degree to which art will be seen by audiences not usually reached.
- Collaboration between education and curatorial staff, where appropriate.
- Qualifications of key personnel involved with the project.
- Other criteria outlined under "Review Criteria" on page 6.

Period of Support and Deadline Dates

A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the completed Presentation and Education/Catalogue Supplementary Information Sheet on page 39.

See also How to Apply on page 5.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget.

Catalogue

This category is designed to support the cataloguing of permanent collections primarily of artistic significance. Works to be catalogued must be wholly owned by the applicant institution. Grants of up to $75,000 are available for:

- Documentation: For the documentation of uncatalogued or inadequately documented permanent collections, whether or not a publication will result. The services of an outside consultant may be included in your budget, if appropriate.

- Publication: For research and preparation of catalogue copy for publication. The services of an outside consultant may be included in your budget, if appropriate. The publication of scholarly catalogues or handbooks related to collections is also eligible for funding.

  Applicants seeking support for the production of a catalogue of the permanent collection should request aid for either research or publication, but not both. Applicants may apply for publication support in a subsequent year, whether or not funding is received for research. Generally, no more than one grant will be awarded for the research phase, and no more than one grant will be awarded for publication.

  Applicants seeking support under Presentation and Education should include costs of accompanying catalogues in those applications. Applicants seeking support for catalogues to accompany special exhibitions should apply under Special Exhibitions (see page 19).

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted, as required, all final reports for completed Museum Program grants since Fiscal Year 1982. Applicants with previously funded Catalogue grants still underway must submit a brief interim narrative report to be eligible.

Grant Amounts and Matching Requirements

Grant requests of up to $75,000 will be considered.

Grant awards of $50,000 or less require at least a 1:1 match, and grant awards of more than $50,000 require at least a 2:1 match. The minimum grant generally will not be less than $5,000.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collection to be catalogued.
- Qualifications of personnel involved with the project.
- Potential effectiveness of publication on targeted audience(s).
- Other criteria outlined under "Review Criteria" on page 6.

Period of Support and Deadline Dates

A grant period of up to two years is allowed. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the completed Presentation and Education/Catalogue Supplementary Information Sheet on page 39.

See also How to Apply on page 5.

If you receive a grant that includes support for publication, you must provide 90 copies of any published catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget.

Visiting Specialists

Grants in this category help museums obtain visiting specialists to provide temporary consultation services for a specific project. The specialist should be a person of considerable expertise and someone not employed by the applicant institution.

Specialists may work on projects such as:

- Improving a museum's operations in areas such as administration, fiscal management, registration, and installation techniques (including lighting, handling, and storage).
- Establishing suitable museum library systems.
- Increasing and improving a museum's use of media other than print, such as film, video, radio, and television.
- Improving education and public service programs.
- Developing a graphics program.
- Finding ways to make a museum's building or programs more accessible to the handicapped.

NOTE: Projects eligible elsewhere in these guidelines will not be considered under this category.

Eligibility

Grants are awarded directly to museums, not individuals. See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted, as required, all final reports for Museum Program grants since Fiscal Year 1982. Applicants with previously funded Visiting Specialists grants still underway must submit a brief interim narrative report to be eligible.

Grant Amounts and Matching Requirements

Grant awards of up to $15,000 are available on a 1:1 matching basis. Endowment and matching funds may be used only for the visiting specialists' fees and travel. All other costs are unallowable. The minimum grant generally will not be less than $2,500.

Review Criteria

In reviewing applications, panelists consider:

- Merit of the proposed project and appropriateness to the goals and activities of the museum.
- Discreteness and focus of the proposed project.
- Qualifications of the proposed visiting specialist(s).

Period of Support and Deadline Dates

A grant period ranging from one to 12 months is allowed. Priority, however, will be given to projects requiring grant periods of less than one year. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the completed Visiting Specialists Supplementary Information Sheet on page 41.

See also How to Apply on page 5.

Special Artistic Initiatives

This category is designed to support special long-term initiatives by museums to define or redefine their mission and artistic direction through a carefully coordinated series of exhibitions, reinstallations, educational programs, publications and interdisciplinary projects of the highest artistic level and of national or regional significance. These exhibitions and programs should be primarily concerned with the use and interpretation of the permanent collection.

A limited number of grants will be available in Fiscal Year 1987.

Grants may be used for:

- Planning and organizing a series of special exhibitions, exhibitions primarily from the permanent collection, and/or reinstallations of the permanent collection, conceived within a larger contextual framework.
- Publications, media productions, and education programs.
- Projects that involve more than one art form, particularly where performing arts and artists are integrated into the visual exhibitions.

Eligibility

This category is available only to museums which meet the legal requirements on page 23.

Projects funded under this category are not eligible for funding under other categories in the Museum Program.

Grant Amounts and Matching Requirements

Planning and implementation grants will be available. Planning grants will range from $15,000 to $25,000. Implementation grants will range from $50,000 to $250,000. Implementation grant awards require at least a 2:1 match.

Review Criteria

In reviewing applications panelists consider:

- Quality and significance of art and ideas involved.
- Degree to which the projects are conceived within a larger art historical and intellectual framework and are coherently linked.
- Degree to which projects will help the museum focus attention on its unique resources and on the particular assets of its community.
- Long-term goals museum hopes to achieve through this initiative.
- Qualifications of personnel engaged in projects.
- Appropriateness of proposed budget.

Special Application Requirements

See Submitting Your Application on page 5. In addition, your application package must include the following:

1. A narrative proposal not to exceed five pages. The narrative should refer to the entire span of the grant period and outline in detail the various projects that comprise the artistic initiative. The narrative should also address the first four review criteria listed above.
2. List of key staff and consultants involved in planning and implementation of projects. Attach brief biographies or resumes.
3. Time-line for planning and implementation of proposed projects and detailed estimates of budget. Indicate anticipated sources of matching funds.
4. A one-page letter from the Chairman of the Board stating that the proposal has been reviewed by the Board, and that the plans contained in it have been approved through formal board action.
5. Include in your application representative slides or other visual material of works to be included in the projects. Slides may be projected at the panel meeting. Also include representative examples of recent publications.

Museums interested in applying under this category should contact the Museum Program 202/682-5442 before applying.

Period of Support and Deadline Dates

Applicants are expected to spend the first eight months of the grant period in planning and organization. The subsequent projects should be scheduled over a period of at least two years. The application deadline is April 7, 1987.

Care of Collections

Conservation

This category is designed to help museums conserve collections primarily of artistic significance. Works undergoing conservation treatment must be wholly owned by the applicant institution. All grants must be matched at least 1:1. Grants are available for:

- Conservation Planning: Up to $10,000 to help museums and other organizations plan conservation programs or plan specific treatments of collections.

  Applicants must complete the Conservation Planning Supplementary Information Sheet on page 43.

- Conservation of Collections: Up to $25,000 for:

  —Treatment projects executed within a museum's own conservation facilities or by an outside facility.

  —The purchase of major equipment for a conservation laboratory at a museum or regional conservation center. Requests for equipment purchase should be submitted in a separate application from requests for treatment projects. Equipment costs are the only allowable expenses in equipment purchase applications.

The minimum grant generally will not be less than $2,500.

Each institution may submit no more than one application for treatment and one for equipment purchase under this deadline.

Applicants must complete the Conservation of Collections Supplementary Information Sheet on page 45. Also note the condition/treatment report that must accompany these applications.

- Conservation Training: Institutions may request:

  —Up to $100,000 for student stipends at existing university-based training centers.
  —Up to $40,000 for master-apprentice internship programs, generally of at least one-year duration.
  —Up to $150,000 to support new or existing professional training programs for the conservation of ethnographic or archaeological works of art.
  —Up to $20,000 for seminars and workshops to familiarize museum professionals with current methods used in the handling, packing, examination, conservation, and stabilization of works of art.

  Individuals are not eligible in this category.

  Applicants must complete the Conservation Training Supplementary Information Sheet on page 47.

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted, as required, all final reports on completed Museum Program grants since Fiscal Year 1982. Applicants with Conservation grants still underway must submit a brief interim narrative report to be eligible.

(Continued on next page)

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the works to be treated or surveyed.
- Urgency of need for treatment.
- For treatment projects, appropriateness of proposed treatment for the condition of works to be treated.
- Qualifications of personnel involved with the project.
- Institution's ongoing commitment to proper care of collections.
- For equipment purchase requests, potential impact of the equipment in addressing conservation needs of the applicant.
- For training centers, curriculum and applicability of skills learned.
- For master-apprentice internships, degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.

Period of Support and Deadline Dates

A grant period of up to 18 months is allowed, except for conservation internships (under Conservation Training), where a longer period of support is possible. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the appropriate Conservation Supplementary Information Sheets as noted above, with the exception of the Treatment Reports, of which only one copy is required.

Collection Maintenance

This category is designed to help museums preserve collections primarily of artistic significance through solving problems in the areas of climate control, security, and storage. Grants are available for two types of projects:

- Surveys: Up to $15,000 for surveys identifying problems and recommending solutions, including a specific renovation plan and cost estimates. Grant awards must be matched at least 1:1. The minimum grant generally will not be less than $2,500.

- Implementation: Up to $200,000 for renovation projects for which careful plans and cost estimates have been developed. Grant awards of $50,000 or less require at least a 1:1 match; grant awards between $50,000 and $100,000 require a 2:1 match; and grant awards of $100,000 or more require a 3:1 match. (See also page 24 for information on the Treasury Fund.) The minimum grant generally will not be less than $5,000.

Grants in this category are *not* awarded for new construction or for collection maintenance projects in new facilities.

Renovation of galleries may be supported only when directly related to climate control, security systems, or storage facilities.

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted, as required, all final reports for completed Museum Program grants since Fiscal Year 1982. Applicants with previously funded Collection Maintenance projects still underway must submit a brief interim narrative report.

Museums applying for Implementation grants must have fully developed plans and cost estimates at the time of application.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collection to be affected.
- Urgency of need for proposed project.
- Qualifications of personnel responsible for the survey or implementation.
- Appropriateness of projected budget for project.
- Effectiveness of proposed plans on long-range preservation of collections.
- Other criteria outlined under "Review Criteria" on page 6.
- Relationship of project to Challenge grant or application, if relevant.

(Continued on next page)

Collection Maintenance Period of Support and Deadline Dates

A grant period of up to one year is allowed for survey projects. A grant period of up to two years is allowed for implementation projects. See the Application Calendar inside the front cover of the guidelines.

Special Application Requirements

Include in your application package:

1. Three copies of the completed Collection Maintenance Supplementary Information Sheet on page 49.

2. One copy of:
   a) Estimates for survey projects.
   b) Completed surveys and bids or estimates for implementation projects.

3. For applicants who have received a Challenge grant for capital improvements within the past two years or plan to apply in the current year for such a grant, a statement as to why a Collection Maintenance grant, if awarded, would not constitute an overlap in funding.

See also How to Apply on page 5.

Special Exhibitions

This category is designed to help museums and other organizations develop, tour, or participate in exhibitions of borrowed works primarily of artistic significance. Grants may be used to pay for:

- Planning and organizing an exhibition.
- Services of an outside specialist.
- Shipping, insurance, and related costs.
- Installation.
- Catalogues.
- Documentation.
- Related events such as education programs, performing arts activities, and film and lecture series.
- Publicity.
- Regional touring of exhibitions by regional arts organizations and service organizations.

Organizations may submit more than one application in this category.

Organizations requesting funds to borrow exhibitions may not include rental fees in their applications if the exhibition was initially funded by the Arts Endowment. Grants may be used to pay for transportation, installation, and related events.

Exhibitions of privately owned collections generally will not be funded. Nor will exhibitions that include works by the exhibition's curator, organizers, or applicant's staff, paid or unpaid. Grants may not be used to pay for opening receptions.

Applications to organize temporary exhibitions of permanent collections or long-term loans of collections (and accompanying catalogues) should be submitted under Presentation and Education/Collection Sharing (see page 11.)

Eligibility

See "Eligibility Requirements/Organizations" on page 4.

To be eligible for support, former grantees must have submitted, as required, all final reports for completed Museum Program grants since Fiscal Year 1982.

Grant Amounts and Matching Requirements

There is no grant maximum for organizing an exhibition. Grants of up to $20,000 are available to help institutions borrow exhibitions.

Grant awards of $50,000 or less require at least a 1:1 match; grant awards between $50,000 and $100,000 require a 2:1 match; and grant awards of $100,000 or more require a 3:1 match. (See also page 24 for information on the Treasury Fund.) The minimum grant generally will not be less than $5,000.

Review Criteria

In reviewing applications, panelists consider:

- Works of art to be included in the exhibition.
- Significance of the exhibition.
- Degree to which exhibition deals with art that is not usually seen or, especially in the case of borrowed exhibitions, audiences that are not usually reached.
- Qualifications of personnel involved with the project.
- Appropriateness of proposed budget.
- Suitability and usefulness of any accompanying publication.
- Appropriateness of the exhibition to the applicant's goals and activities.
- Other criteria outlined under "Review Criteria" on page 6.

Period of Support and Deadline Dates

A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

(Continued on next page)

Special Exhibitions, continued

Special Application Requirements

Include in your application package:

1. Three copies of the completed Special Exhibitions Supplementary Information Sheet on pages 51–54.
2. Representative slides of works to be included in the project. Five slides may be projected at the panel meeting; indicate priority order and include a separate list of captions for the slides.
3. Exhibition schedule for 1987–88, including exhibitions organized and borrowed, as far as known.

See also How to Apply on page 5.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries aboard. Be sure to account for the 90 copies in your application budget.

Note on Indemnification

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes Federal indemnification for international exhibitions. For guidelines and application information, contact:

Museum Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5442

Special Note

The Arts Endowment's Inter-Arts Program provides support to arts institutions to commission and produce interdisciplinary collaborations between visual artists and artists of other disciplines. Support is also available for multi-disciplinary arts organizations which present series of national or regional significance on an on-going annual basis. Museums with programs eligible under these guidelines are encouraged to contact the Inter-Arts Program at 202/682-5444 or write for guidelines to:

Inter-Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Special Projects

This category is designed to respond to innovative and exemplary projects that will have a broad impact on the museum field and that are not eligible under the other categories described in these guidelines. Projects must be consistent with the policies of the Museum Program as outlined in the Introduction on page 4. Only a limited number of projects of national or regional significance will be supported.

Organizations interested in applying must contact the Museum Program (202/682-5442) before applying.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment's Public Information Office.

Those programs which may be of particular interest to individuals involved in the museum field are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Dance

The Dance Program offers assistance to choreographers and to companies and organizations that present or serve dance. (202/682-5435)

Design Arts

The Design Arts Program supports a variety of projects in architecture, landscape architecture, urban design and planning, interior design, graphic design, industrial design, and fashion design. The Program offers grants to organizations and individual fellowships. (202/682-5437)

Expansion Arts

The Expansion Arts Program supports professionally-directed organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner-city, rural, or tribal community. (202/682-5443)

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/682-5449)

Inter-Arts

See special note on page 20.

Literature

The Residencies for Writers category of the Literature Program offers assistance to projects presenting published fiction writers and poets in long- and short-term residencies. (202/682-5451)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Music

The Music Program offers assistance to nonprofit organizations which present chamber music/new music, chorus, jazz, solo recitalists, and orchestras. (202/682-5445)

Opera-Musical Theater

The Opera-Musical Theater Program assists the production of opera and musical theater, the development and performance of new or seldom-produced works, and the broadening of audiences through touring. (202/682-5447)

Theater

The Theater Program assists professional theater companies, professional theater training, playwrights, mimes, and professional theater presenters. (202/682-5425)

Visual Arts

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations—originated by or for artists or which further their interests—and for forums, including short-term residencies, seminars, workshops, and publications. The Visual Arts Program's Art in Public Places category also offers grants to governmental and private nonprofit organizations to plan, commission, and install contemporary art in public places. (202/682-5448)

Challenge Grants

Challenge Grants are designed to help arts institutions broaden the base and increase the level of contributed support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. Applicants are expected to have comprehensive, long-range institutional development plans and fundraising strategies at the time of application. (202/682-5436)

Office for Special Constituencies

The Office for Special Constituencies assists individuals and nonprofit organizations in making arts activities accessible to older adults, disabled and institutionalized populations. As part of its advocacy and technical assistance efforts, model project guidelines are developed with Endowment programs on a one-time basis to encourage projects that demonstrate innovative ways to make the arts accessible. Please call or write the Office concerning current model project guidelines, technical assistance materials relating to accessibility, or for assistance in developing accessible programs (202/682-5531 or 202/682-5496 Voice/TTY)

National Endowment Arts Management Fellowships

The National Endowment Arts Management Fellowships bring arts administrators to the Endowment's offices in Washington, D.C. Participants work as members of the Endowment staff and attend seminars and meetings with arts leaders. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six-to-nine months residencies in Japan. (202/682-5562)

Up to ten fellowships for work and study in France are awarded each year to American artists in various disciplines and to art museum curators. Fellowships are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France. (202/682-5562)

Other Federal Programs for Museums

Institute of Museum Services
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0539

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
202/357-2257

National Endowment for the Humanities
Division of General Programs
Museums and Historical Organizations Program
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0284

Application Information for Organizations

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual.

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Title VI and Section 504 bar discrimination on the basis of race, color, national origin, or personal handicap in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.

- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

[1]Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201; telephone 301/962-2590.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964,[1] the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority[2] participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

[1]Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

[2]"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

Methods of Funding for Organizations

Two type of grant funds are available to organizations applying under these guidelines: Program Funds and Treasury Funds. They are both explained below.

Program Funds

Program Fund grants to organizations usually must be matched at least one-to-one by nonfederal funds. Applicants must show (in Section X of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

Treasury Funds

Treasury Fund grants, designed to help applicants increase or sustain nonfederal contributions, generally must be matched with at least three nonfederal dollars for each Federal dollar. They are not available for projects or in amounts different from those specified in the regular guidelines for each program.

The process of applying for and receiving Treasury Fund grants is similar to that for Program Fund grants. The amount requested from the Endowment, however, may not exceed 25% of the total project cost. Additionally, release of the Federal funds is contingent upon an applicant's securing, and documenting for the Endowment, private donations at least equal to the amount of Federal funds.

Organizations applying for a Treasury Fund grant should so indicate in Section VII of the Organization Grant Application Form. If the applicant is recommended for a Treasury Fund grant, the Endowment funds will be released only upon receipt at the Endowment of documentation that the organization has secured a pledge or donation for private funds at least equalling the Federal monies. The Endowment Treasury Fund grant (all Federal funds) must be matched at least dollar-for-dollar by this documented pledge or donation to the grantee organization; the "doubled" amount (½ Federal funds; ½ private gift) must in turn be matched at least one-to-one by the grantee.

For example:

Donor's restricted gift to applicant recommended for a grant	$20,000
Amount released from Treasury Fund and total Endowment grant	$20,000
Additional matching funds	$40,000
Minimum total project cost	$80,000

Organizations interested in applying for a Treasury Fund grant are urged to contact the Program before applying.

Instructions for Completing Organization Grant Application Form NEA–3 (Rev.)

These instructions are keyed to the numbered sections of the application form found immediately following.

I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax/exempt status or in the official document identifying the organization as a unit of either state or local government.

II. **Category under which support is requested.** Please indicate the appropriate category:

Museum Training
Presentation and Education
Catalogue
Special Artistic Initiatives
Visiting Specialists
Conservation
Collection Maintenance
Special Exhibitions
Special Projects

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project.

IV. **Summary of project description.** Use only the space provided to specify clearly the nature and significance of the project and the purpose for which the funds are requested. The opening sentence should succinctly describe the project. Use standard size type; do not photoreduce.

V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. **Summary of estimated costs** is a recapitulation of direct costs as shown on the second and third pages of the application form. See instruction IX for further explanation.

VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest $10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

If the application is for a Treasury Fund grant, the amount shown here should not be more than 25% of the Total Project Costs. Treasury Fund applicants should read carefully the information on page 24.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants, and Revenues"), equal the total cost of the project.

VIII. **Organization total fiscal activity.**

A. **Expenses** should include Arts Endowment projects funded and anticipated.

B. **Revenues, grants & contributions** should include Endowment grants received and anticipated.

Units of larger organizations, such as university museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. **Budget breakdown of summary of estimated costs.**

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than the prevailing minimum compensation as set out in the Code of Federal Regulations. See page 23. Fringe benefits may be included here only if not included as indirect costs.

(continued on next page)

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $500 with an estimated useful life of less than three years.

3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. **Permanent equipment** includes purchased equipment costing $500 or more with an estimated useful life of three or more years. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. **Other** includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, postage, photocopying, telephone, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. For films, catalogues, and other major expenses, provide a breakdown of costs. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. **Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency. A copy of the agreement must accompany the application.

X. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds. Funds from other Federal agencies that also fund museums may not be used to match Arts Endowment Museum Program grants.

A. **Contributions:**

1. **Cash** donations anticipated for the project, and

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. **Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. **Revenues** include all other earned funds, regardless of source, expected to be used on this project.

XI. **State Arts Agency notification.** The Endowment urges each applicant to advise his or her state arts agency that this application is being made.

XII. **Application to Other Federal Funding Sources.** Indicate any Federal sources to which you have applied or intend to apply for support of the project or program outlined in your application.

XIII. **Certification.** The application must be signed by an official of the applicant organization with legal authority to obligate the organization.

Museum Program

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

I. Applicant Organization (name, address, zip)

II. Category under which support is requested:

III. Period of support requested:

Starting _____
month day year

Ending _____
month day year

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages or photoreduce.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (Recapitulation of budget items in Section IX)

		Total costs of project (rounded to nearest ten dollars)
A. Direct Costs		
Salaries and wages		$
Fringe benefits		$
Supplies and materials		$
Travel		$
Permanent equipment		$
Other		$
	Total direct costs	$
B. Indirect costs		$
	Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $ _____

NOTE: This amount (Amount requested): $ _____
PLUS Total contributions, grants, and revenues (X., page 3): + _____
MUST EQUAL Total project costs (VI. above): = _____

VIII. Organizational total fiscal activity

	Most recently completed fiscal period	Estimated for fiscal year relating to grant period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

IX. Budget breakdown of summary of estimated costs (continued) **3**

4. Permanent equipment

	Amount
	$
Total permanent equipment	$

5. Other (list each item separately)

	Amount
	$
Total fees and other	$

B. Indirect costs

	Amount
Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency Rate ____ % Base $ ____	$

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash

	Amount
	$

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	$
Total grants	$

C. Revenues

	$
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ yes _____ no

XII. To what other Federal funding sources have you applied since October 1, 1984, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 5 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Museum Program

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested: Starting _____ month day year Ending _____ month day year

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages or photoreduce.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (Recapitulation of budget items in Section IX)

		Total costs of project (rounded to nearest ten dollars)
A. Direct Costs		
Salaries and wages		$
Fringe benefits		$
Supplies and materials		$
Travel		$
Permanent equipment		$
Other		$
	Total direct costs	$
B. Indirect costs		$
	Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $ _____

NOTE: This amount (Amount requested): $ _____

PLUS Total contributions, grants, and revenues (X., page 3): + _____

MUST EQUAL Total project costs (VI. above): = _____

VIII. Organizational total fiscal activity	Most recently completed fiscal period	Estimated for fiscal year relating to grant period
A. Expenses	1. $ _____	2. $ _____
B. Revenues, grants, & contributions	1. $ _____	2. $ _____

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

IX. Budget breakdown of summary of estimated costs (continued) **3**

4. Permanent equipment — Amount

	$
Total permanent equipment	$

5. Other (list each item separately) — Amount

	$
Total fees and other	$

B. Indirect costs — Amount

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate ..... % Base $ ..... $

X. Contributions, grants, and revenues (for this project)

A. Contributions — Amount

1. Cash — $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment) — $

Total grants	$

C. Revenues — $

Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? _____ yes _____ no

XII. To what other Federal funding sources have you applied since October 1, 1984, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature x _____ Date Signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

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Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972.

_____ (hereafter called the "Applicant")

Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

_____

Applicant

_____

Applicant's mailing address

_____

_____

_____

By (President, Chairman of the Board, or comparable authorized official)

_____

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

Museum Training/Formal Training Programs
Supplementary Information

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. What is the teacher/student ratio?

3. Please describe the specific museum experience of the teacher(s) involved in your program and, if applicable, the degree to which professionals from cooperating museums participate in course planning and teaching.

4. Please indicate the required number of courses in art history in the training program and their relationship to the full curriculum.

5. Please describe any intern program or other on-the-job training included in your program.

6. Please provide a brief evaluation of the results of this program to date, including, if applicable, a list of museum positions currently held by members of the three most recent graduating classes.

7. Where relevant, please attach a syllabus of the course(s) offered. Include reading lists and a general description of the ratio of theoretical classroom training to practical museum experience.

Museum Training/Internships and Apprenticeships Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with this Sheet.

Name of Applicant: _____

1. Please describe any previous internship (or apprenticeship) programs or projects your museum has had.

2. How will the interns (or apprentices) be recruited?

3. Please describe the activities in which the interns (or apprentices) will be involved. Be specific.

4. How much supervision will the interns (or apprentices) receive, and by whom? How will they be evaluated?

Presentation and Education/Catalogue Supplementary Information Sheet

(NOTE: This one sheet is to be used by applicants under both the Presentation and Education and the Catalogue categories. Leave blank any items that are not applicable to your request.)

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please attach one copy of:

a) a checklist or representative listing of the collection to be loaned, installed, or catalogued. Please submit representative slides or other visual material with your application. Slides may be projected at the panel meeting.

b) existing catalogues of all or part of the collection involved (these cannot be returned).

c) a sample entry, if this project will result in a catalogue or other documentation.

2. Please describe the need for this project and explain how this program complements the goals of your institution.

3. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project.

4. Catalogue format, costs, and revenues:

Is acid-free paper stock to be used?	_____	Translation costs	$ _____
Total number of pages	_____	Total cost	$ _____
Black/white illustrations	_____	Unit cost	$ _____
Color plates	_____	Sales price	$ _____
Total run	_____	Anticipated revenues from catalogue sales	$ _____

5. If a publication, how will the catalogue be distributed? Who will hold copyright?

(continued on next page)

Presentation and Education/Catalogue Supplementary Information Sheet (continued)

6. Has the collection ever been exhibited? If so, when and under what circumstances?

7. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment). Please provide interim reports on any uncompleted catalogue projects funded by the Arts Endowment.

8. If this request is for touring a portion of your permanent collection, please indicate the exhibitors and their degree of commitment. How will costs be shared by participating museums?

9. If the exhibition will be available on a rental basis, what will the cost be: (a) if this exhibition is assisted by the Arts Endowment? (b) if it is not assisted by the Arts Endowment?

10. Whom is this project intended to serve and how?

11. If this request is for an education project, will fees be charged for the services to be provided? If so, on what basis?

Visiting Specialists Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ × 11″) with this sheet.

Name of Applicant: _____

1. How is this project related to other activities of the museum?

2. Who will the visiting specialist be and what are his/her qualifications? If you are considering a number of people for this project, please provide their names and qualifications. In all cases, please include with your application a statement from each visiting specialist confirming his/her availability.

3. Has the project for which you are requesting support already received assistance from the Arts Endowment? If so, please describe briefly the results of the project.

Conservation/Conservation Planning Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this sheet.

Name of Applicant: _____

1. Please attach one copy of a checklist or representative listing of works in the collection.

2. Please enclose with your application one set of photographs/slides of representative works in the collection.

3. Please provide the name of your institution's conservator/consultant and describe his/her qualifications in the space below. A resume may also be enclosed.

4. How much have you spent over each of the last three years for conservation of the permanent collection?

Conservation/Conservation of Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please describe your conservation needs. If you are requesting assistance for equipment purchase, how will this equipment help address these needs?

2. Where will the conservation work be done? Who will be responsible for it? Please describe his/her qualifications in the space below. A resume may also be enclosed.

3. How much have you spent over each of the past three years for conservation of the permanent collection? Describe special methods that might be employed to enhance public awareness of conservation through this project.

4. If you have not submitted final reports on completed Conservation grants since Fiscal Year 1982, please include them with this application. Please submit a brief interim narrative report for any Conservation grant still underway.

5. If you are applying for a treatment project, please submit a proposed treatment report on objects to be conserved. Such reports should include identification of the works, present condition, and proposed treatment. If this application is for treatment of a category of objects homogeneous in period or media, specific condition reports on each object need not be submitted. Such applications, however, must be accompanied by slides or photographs of representative works in the collection and a conservator's report on the group as a whole which includes a list of these objects in order of priority for treatment. A Treatment Report Form is on the reverse side of this sheet. You may use this form or provide the information requested in your own format. Treatment reports need not be submitted in triplicate.

Conservation/Conservation of Collections Treatment Report

Submit one copy of a treatment report for each object or group of objects to be considered. You may use the following form or submit the equivalent, as described in #5 on the preceding page.

Please have the following treatment report completed by a conservator. Use photocopies for reports on each additional object. Photographs or slides of the objects must accompany your application.

Name of conservator: _____

Date of examination: _____

Title of work: _____

Date: _____

Medium: _____

Dimensions: _____

Owner of work: _____

In the space provided, describe the condition of this work:

What is your proposed treatment? What materials/equipment are required?

Conservation/Conservation Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe (or attach materials providing) the qualifications of the teaching staff.

4. Please use the reverse side of this sheet to provide information on the placement of graduates of this program.

Collection Maintenance Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe the scope and significance of your institution's collection, or aspect(s) of the collection, to be affected by this project.

2. Who will be responsible for undertaking the survey or implementation? Please describe his/her qualifications in the space below. A resume may also be enclosed.

3. Please attach one copy of

   a) estimates for Survey projects;

   b) completed surveys and bids or estimates for Implementation projects.

Special Exhibitions Supplementary Information Sheet

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please provide the title and dates of the exhibition.

Title (Indicate if this is only a working title):

Projected exhibition dates:

2. How does this exhibition fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. Who will organize the exhibition? In the space below, please describe briefly his/her qualifications as related to this exhibition.

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

4. Please identify lenders and list major works that will be included or are being considered, and indicate the degree of commitment of lenders. Approximately how many works will be in the exhibition? Please submit representative slides with your application. Slides may be projected at the panel meeting.

5. If the exhibition is to be circulated, please list exhibitors, their degree of commitment, and dates of tour as far as known. How will costs be shared by participating museums? If the exhibition is available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance? If you are borrowing this exhibition, list costs such as rental fees to be paid to the institution organizing/touring the exhibition.

6. Please describe any special methods that will be employed to enhance public response to the exhibition.

7. Please list all anticipated revenues from this exhibition. If some anticipated revenues will not be used to offset costs of this exhibition, please briefly explain why in the space below on the right:

_____ Admission charges to exhibition

_____ Catalogue sales/royalties

_____ Rental fees from borrowing institutions

_____ Other

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

Name of Applicant _____

8. Exhibition publications:

a) What publications do you plan in conjunction with the exhibition and who will write them? (Please provide brief biographical information, if different from Question 3.)

b) What other publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your catalogue differ?

c) What audience is the catalogue intended for?

d) Catalogue format, costs, and revenues:

Is acid-free paper stock to be used?	_____	Translation costs	$ _____
Total number of pages	_____	Total cost	$ _____
Black/white illustrations	_____	Unit cost	$ _____
Color plates	_____	Sales price	$ _____
Total run	_____	Anticipated revenues from catalogue sales	$ _____

e) How will the catalogue be distributed? Who will hold copyright?

f) Please include two examples of catalogues produced by your museum during the past two years.

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

9. Please describe measures that will be taken to protect works in the exhibition.

a) Security measures:

b) Fire protection system:

c) Atmosphere control system:

10. In the space provided, describe briefly the qualifications of personnel supervising and handling, packing, and installing (please limit response to space provided):

11. If the works to be shown are of a particularly fragile nature, describe any special precautions that will be taken to protect them.

55

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Museum Program

Individual Grant Application Form NEA-2 (Rev.)

Applications must be submitted in triplicate and mailed to: Grants Office/MM, National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

1. Name (last, first, middle initial)

2. Present mailing address/phone

3. Permanent mailing address/phone

4. Category under which support is requested:

   Fellowships for Museum Professionals

5. U.S. Citizenship ☐ Yes ☐ No Visa Number _____

6. Professional field or discipline: _____

7. _____
   Birth date
   _____
   Place of birth

8. Period of support requested:
   Starting _____ month day year
   Ending _____ month day year

9. Description of proposed activity:

10. Amount requested from National Endowment for the Arts: $ _____
    Allocated as follows: Time $_____ Materials $_____ Travel $_____

11. Career summary or background (if additional space is needed, you may staple a resume or other supplemental sheets to the application.)

12. Education

Name of institution	Major area of study	Inclusive dates	Degree

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

14. Present employment

Employer	Position/Occupation	Salary

15. Prizes/Honors received

Membership professional societies

16. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

x _____ _____

Signature of applicant Date

Privacy Act
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National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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Washington, D.C. 20506

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for the Arts
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Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and
Fees Paid
National Endowment
for the Arts
NEA-635

FY87 Museum Program **Application Acknowledgment Card**

Please address the reverse side of this card to yourself and include it in your application package. This card will be returned to you to acknowledge receipt of your application at the National Endowment for the Arts.

In all future inquiries, please refer to your application number which is:

Application Number—Arts Endowment Use Only Date

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National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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NEA-635

U.S.MAIL